

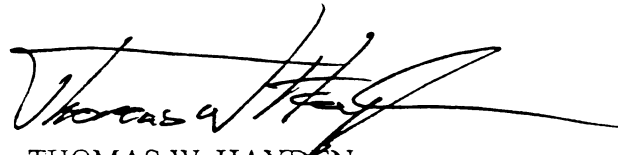
ATSH-TB (100)

20 October 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's "Open Door" Policy

1. My door is always "open" to any officer, non-commissioned officer, or soldier who feels it necessary to discuss a problem or issue with me. I have charged my commanders and staff not to deny access to me for any reason.
2. Normally, I will be available to discuss personnel problems before 0900 hours or after 1700. I would encourage you to talk with your chain of command first, but if that is not possible feel free to come see me.
3. My secretary's number is 544-9644, if you feel the need to make an appointment. The matters we discuss will be held in strict confidence if you so desire.
4. The purpose of this policy is not to go around the chain of command - but rather to put into practice my first duty: to listen and be fair to all.



THOMAS W. HAYDEN
LTC (P), IN
Commanding

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